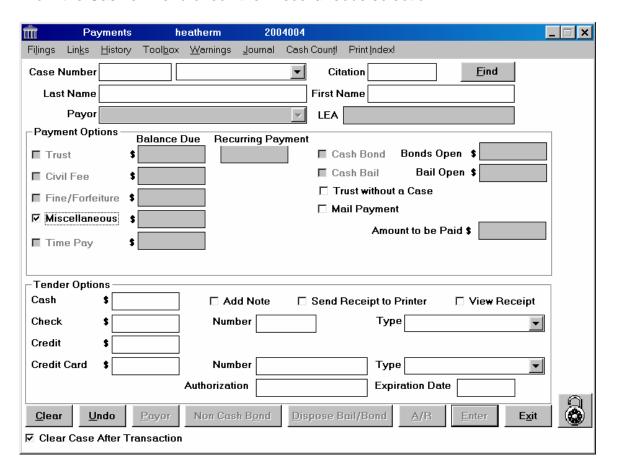
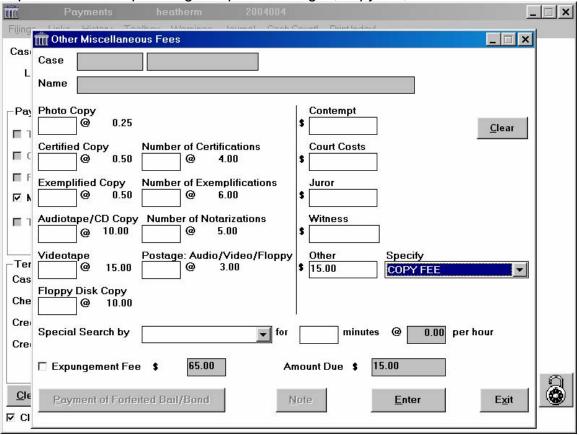
District Court

Steps for Receipting/Distributing personal copy fee reimbursement, personal telephone reimbursement, or *for example* a Registration Fee for CLE Training for Costs for Class, etc.:

From the Cashier Menu check the miscellaneous selection:

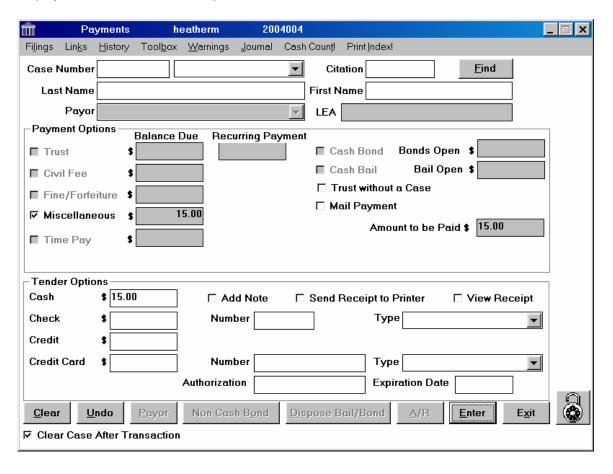


Enter the dollar amount in the Other box and select the appropriate refund of expenditure description e.g. telephone charges, copy fee, etc. Select Enter:

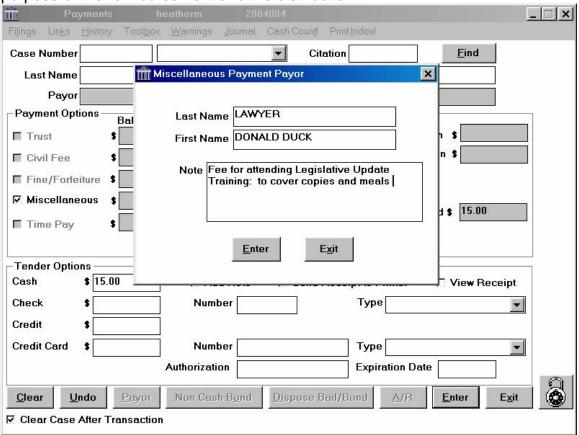


Draft 4/14/04

The amount is entered next to the Miscellaneous selection. Enter the amount and type of payment in the Tender Options section and select Enter:



Enter the employee's or payer's last name, first name, and note field detailing the purpose of the reimbursement and the distribution:



Draft 4/14/04

The payment should be deposited with all revenue for the journal. Provide a copy of the receipt to the Accounting Clerk to attach to the Revenue Distribution Report, along with a memo to AOC Finance Department with directions on how the funds should be distributed (org and object code). Example of Revenue Distribution Report:

